



MINUTES OF THE BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES, STATE OF CALIFORNIA

Violet Varona-Lukens, Executive Officer  
Clerk of the Board of Supervisors  
383 Kenneth Hahn Hall of Administration  
Los Angeles, California 90012

At its meeting held October 12, 2004, the Board took the following action:

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Supervisor Antonovich made the following statement:

“For many years the Department of Regional Planning has imposed a fee of \$770 for Temporary Use Permits (TUP’s) for special events. This fee is used for staff to review the application and determine if there is adequate security, parking, and restroom facilities for any special event held on private property.

“Several non-profit organizations have complained about the excessive cost for processing what is a relatively routine permit application. Given the fact that many special events either make a small profit, break even, or even lose money, the \$770 application fee hardly seems fair. The burden is even more severe when one considers that TUP’s are issued to non-profit organizations, many of whom struggle to get by providing valuable services to the public. Many local cities—for example, Burbank, Glendale, Los Angeles, Pasadena, and Santa Clarita—charge a lower fee than the County, a reduced fee for non-profits, or no fee at all. Lastly, while the fee can be waived by the Board of Supervisors, it takes time to secure a place on the Board agenda and oftentimes cannot be achieved on short notice.

“The Department of Regional Planning typically processes about 20-25 TUP applications per year. The revenue generated by TUP application fees, averaging about \$20,000 per year over the last three years, represents less than 1% of all fee-generated revenue collected by Regional Planning. Eliminating or reducing this fee, which would be a great benefit to non-profit organizations, would have a very modest impact on the overall funding of the Department of Regional Planning.

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“One of the issues associated with TUP fees is that the ‘one-size fits all’ approach is not appropriate given the range of TUP applications. While the application requirements and fee are not a significant hurdle for a multi-day event that will turn a profit, it hardly seems appropriate for the small events that generate little or no revenue, have a relatively small attendance, and have little impact upon the surrounding community. It would, therefore, make more sense to have a two-tiered application and fee process that reflects these differences.”

Therefore, on motion of Supervisor Antonovich, seconded by Supervisor Molina, unanimously carried, the Board took the following actions:

1. Directed the Director of Planning to reduce the Temporary Use Permit (TUP) fee to \$150 and take the appropriate steps to amend its applications and permit fees accordingly;
2. Directed County Counsel to draft an appropriate ordinance for Board approval within 30 days to reduce the TUP fee to \$150;
3. Directed the Director of Planning to report back to the Board within six months of adoption of the fee ordinance concerning how these changes have impacted the Department of Regional Planning, TUP applicants, and the communities in which special events occur; and
4. Directed the Director of Planning to consider the adoption of a two-tiered TUP classification system that would assess a very nominal fee, or none at all, for small events; and a larger fee for multi-day events that have a greater impact upon the surrounding community, and to report back to the Board within six months.

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#### Attachment

#### Copies distributed:

Each Supervisor  
Chief Administrative Officer  
County Counsel  
Director of Planning